

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1215237-0

Total Deleted Page(s) = 6

Page 14 ~ b6; b7C; b7D;

Page 15 ~ b6; b7C; b7D;

Page 18 ~ b6; b7C; b7D;

Page 19 ~ b7D;

Page 24 ~ b7E;

Page 28 ~ b6; b7C;

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X Deleted Page(s) X
X No Duplication Fee X
X For this Page X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(01/26/1998)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 07/19/1999

To: Chicago

Attn: SSA [redacted]

From: Chicago

Squad WC-3

Contact: SA [redacted]

Approved By: [redacted]

b6
b7C

Drafted By: [redacted]

Case ID #: 194B-CG-NEW- (Pending)

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;
[redacted]
CSLPO-STATE LEVEL;
OO: CHICAGO

Synopsis: Recommend full investigation be opened as captioned above.

Details: Based on the following information, it is recommended that a full investigation be opened and assigned to the writer as captioned above.

On 06/11/1999, writer met with Assistant United States Attorney (AUSA) [redacted] Attorney-at-Law, and [redacted] (PROTECT IDENTITY), [redacted]

b6
b7C
b7D

[redacted] requested that his name not be revealed outside the Department of Justice. The purpose of the meeting was to discuss allegations of ghost payrolling in the office of Cook County Commissioner CALVIN SUTKER.

On 05/13/1999, [redacted] wrote AUSA [redacted] in order to apprise [redacted] of information that he had received about ghost payrolling in SUTKER's office from a client [redacted]

b6
b7C
b7D

A subsequent telephone conversation occurred in which [redacted] informed [redacted] that a client of his, [redacted] had told him that SUTKER'S Campaign Manager, BARBARA PANOZZO [redacted] are on the county payroll, with SUTKER'S knowledge, but do little or no work.

b6
b7C
b7D

Set T. for LHM
to FBIHQ by 8/17/99
[redacted]

Sum - O + A to
S A [redacted]
7/22/99
7/27/99

b6
b7C

195 NPWOS-EL

194B-CG-110663-1

To: Chicago From: Chicago
Re: 194B-CG-NEW, 07/19/1999

On 06/11/1999, [redacted]
[redacted] SUTKER [redacted] that
BARBARA PANOZZO is being paid as a full-time employee, but had in
fact been staying at home or occasionally coming to the SUTKER'S
office for several years. [redacted] advised that [redacted]
[redacted] that BARBARA PANOZZO actually works on political
campaigns and shows up in the office every couple of weeks for a
few hours, then goes home. [redacted] stated that [redacted]
[redacted] SUTKER and BARBARA PANOZZO [redacted]

b6
b7C
b7D

[redacted] stated that [redacted] are extremely
uncomfortable about [redacted]
[redacted] stated that he believes that [redacted] would
cooperate fully with any investigation.

[redacted] also stated that [redacted]
[redacted] SUTKER at 4119 West Main
Street, Skokie, Illinois [redacted]
[redacted] BARBARA PANOZZO is never in the Skokie office.

b6
b7C
b7D

[redacted] further advised that [redacted] has been
employed by the county since [redacted]
[redacted] SUTKER. [redacted] stated that [redacted]
in SUTKER'S [redacted]

[redacted] stated that [redacted] has previously been
[redacted]
[redacted] where SUTKER [redacted]

b6
b7C
b7D

[redacted] advised that SUTKER could
not [redacted]
[redacted] stated that SUTKER [redacted]
[redacted] SUTKER [redacted]
[redacted]

A review of the Public Corruption control file revealed
an anonymous letter alleging ghost payrolling in SUTKER'S office.
The letter, dated 04/28/1999 and addressed to the FBI, indicates
that the writer is [redacted] with information about
ghost payrolling in SUTKER'S office by BARBARA PANOZZO [redacted]
[redacted]

b6
b7C
b7D

Specifically, the anonymous letter indicated that
BARBARA PANOZZO is paid as a full-time SUTKER employee who "sits
at home every day or is out lunching with people for political
campaigns." The letter also stated that PANOZZO rarely comes to
the county building and that SUTKER [redacted]

b7D

To: Chicago From: Chicago
Re: 194B-CG-NEW, 07/19/1999

[REDACTED]

b7D

The anonymous letter also indicated that [REDACTED]
[REDACTED] SUTKER [REDACTED]
[REDACTED]
[REDACTED] The letter indicated [REDACTED]
in SUTKER'S [REDACTED]
could corroborate the allegations.

b6
b7C
b7D

Preliminary physical surveillance has corroborated these allegations. An elderly woman, identified by [REDACTED] as BARBARA PANOZZO, has been spotted and photographed at her residence during normal business hours. In addition, surveillance has observed BARBARA PANOZZO performing ostensibly personal errands (i.e. going to the bank and the post office) as well as visiting with her daughter and grandchildren during normal business hours.

b6
b7C
b7D

Preliminary surveillance and photographs, identified by [REDACTED] as being [REDACTED] have placed [REDACTED] in and around his residence performing such duties as painting the exterior of the residence and watering the lawn during normal business hours. [REDACTED] has been observed leaving the residence one time for approximately forty-five minutes during five physical surveillances of his residence during normal business hours.

b6
b7C
b7D

Pretext telephone calls have indicated that BARBARA PANOZZO is not in SUTKER'S downtown office when called during the hours the office is open and spot checks on the Skokie office have failed to turn up her vehicle at that location.

AUSA Opinion: On 06/11/1999, AUSA [REDACTED] gave a favorable prosecutive opinion and requested that the FBI conduct preliminary physical surveillance in order to corroborate the information that had been received.

b6
b7C

On 07/15/1999, AUSA [REDACTED] was advised of the results of the preliminary surveillance and indicated that there was predication to open a Grand Jury investigation into the matter. AUSA [REDACTED] requested that the FBI open an investigation into the matter as well.

b6
b7C

Initial Investigative Strategy: An initial investigative strategy will include continued physical surveillance, subpoena of telephone records, and possibly approaching [REDACTED] about becoming CWs given [REDACTED] statements that they are uncomfortable about [REDACTED] and likely willing to cooperate.

b6
b7C
b7D

To: Chicago From: Chicago
Re: 194B-CG-NEW, 07/19/1999

Following the exhaustion of all covert leads, the overt phase of the investigation will begin. The overt phase will initially include the subpoena and review of personnel records, payroll/time sheet records, bank statements, any consulting or employment contracts and logical interviews will be conducted.

♦♦

(01/26/1998)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 07/28/1999

To: Criminal Investigative

Attn: SSA [redacted] Public
Corruption/Civil Rights
Section, Public Corruption
Unit, Room 3841

From: Chicago

WC-3

Contact: SA [redacted]

Approved By: [redacted] *neg*

Drafted By: [redacted] *rpw RLV*

Case ID #: 194B-CG-110663-2 (Pending)

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;
[redacted]
CSLPO-STATE LEVEL;
OO: CHICAGO

(X) RLV

b6
b7C

Synopsis: Enclosed for FBIHQ are the original and two copies of an LHM captioned and dated as above.

Details: Original and two copies of an LHM captioned and dated as above.

♦♦

194B-CG-110663-2
2092105.EC



U.S. Department of Justice

Federal Bureau of Investigation

In Reply, Please Refer to
File No.

Chicago, Illinois 60604

July 28, 1999

CALVIN SUTKER, COOK COUNTY COMMISSIONER,
13TH DISTRICT; BARBARA PANOZZO; [REDACTED]
CORRUPTION OF STATE AND LOCAL PUBLIC OFFICIALS - STATE LEVEL

b6
b7C

This investigation was predicated on July 19, 1999
after [REDACTED] provided the
United State's Attorney's Office and the FBI with specific
information he had received about a ghost payrolling scheme in
the office of Cook County Commissioner CALVIN SUTKER.

b7D

On 06/11/1999, Assistant United State's Attorney (AUSA)
[REDACTED] and Special Agent (SA) [REDACTED] F.B.I., met
with [REDACTED] (PROTECT IDENTITY), [REDACTED]
[REDACTED] and his attorney, [REDACTED]
[REDACTED] requested that his name not be revealed outside
the Department of Justice following this meeting. The purpose of
the meeting was to discuss allegations of ghost payrolling in the
office of Cook County Commissioner CALVIN SUTKER. [REDACTED]
advised that he had received information [REDACTED]
[REDACTED] that [REDACTED] BARBARA PANOZZO
[REDACTED] are being paid as full-time
employees on SUTKER's Cook County payroll, with his knowledge,
but do little if any work.

b6
b7C
b7D

Specifically, [REDACTED] told
him that BARBARA PANOZZO has been SUTKER'S Campaign Manager for a
number of years and has continued being paid by SUTKER as a full-
time Office Manager, despite the fact that she had been staying
at home or only occasionally coming to SUTKER'S office for a few
hours every few weeks. [REDACTED] stated that [REDACTED]

b6
b7C
b7D

[REDACTED] SUTKER [REDACTED]
[REDACTED]
[REDACTED] advised that [REDACTED]
[REDACTED] SUTKER in Skokie. [REDACTED]
[REDACTED]
BARBARA PANOZZO is never in SUTKER'S SKOKIE office.

[REDACTED] further advised that [REDACTED] has been
employed by Cook County since [REDACTED]

b6
b7C
b7D

194B-CG-110663-
209 RPW03.LHM B

[redacted] SUTKER. [redacted] stated that [redacted]
in SUTKER [redacted]
[redacted] stated that [redacted] has previously been
[redacted] SUTKER [redacted]
[redacted] advised that SUTKER could
not [redacted]
[redacted] stated that SUTKER [redacted]
[redacted] SUTKER [redacted]

b6
b7C
b7D

[redacted] advised that [redacted] are extremely
uncomfortable about [redacted]
[redacted] stated that he believes that both would
cooperate fully with any investigation.

b6
b7C
b7D

On June 2, 1999, a review of the Public Corruption
control file revealed an anonymous letter, whose writer stated
that he/she is [redacted] alleging that SUTKER,
BARBARA PANOZZO, [redacted] involved in a ghost
payrolling scheme in SUTKER's office.

b6
b7C
b7D

Preliminary physical surveillance has corroborated
these allegations. BARBARA PANOZZO has been spotted and
photographed around her residence during normal business hours.
In addition, surveillance has observed her performing ostensibly
personal errands (i.e. going to the bank and the post office,
working on the lawn) during normal business hours.

Preliminary surveillance has also placed [redacted]
[redacted] in and around his residence performing such duties as
painting the exterior of the residence and watering the lawn
during normal business hours. [redacted] has been observed
leaving the residence one time for approximately forty-five
minutes during five physical surveillances on his residence.

b6
b7C

Pretext telephone calls have indicated that BARBARA
PANOZZO is not in SUTKER'S downtown office when called during the
hours the office is open and spot checks on the Skokie office
have failed to turn up her vehicle at that location.

On July 15, 1999, Assistant United State's Attorney
[redacted] agreed that there was predication to open a Grand
Jury investigation. AUSA [redacted] advised that this matter had
prosecutive potential for violation of Title 18, United States
Code, Section 1341 (Mail Fraud) and Title 18, United States Code,
Section 666 (Program Fraud), if additional evidence is obtained.

b6
b7C

An initial investigative strategy will include
continued physical surveillance, subpoena of telephone records,
and possibly approaching [redacted] about becoming CWs
given [redacted] statements that they are uncomfortable about [redacted]

b6
b7C
b7D

[redacted] and likely willing to cooperate.

b6
b7C
b7D

Following the exhaustion of all covert leads, the overt phase of the investigation will begin. The overt phase will initially include the subpoena and review of personnel records, payroll/time sheet records, bank statements, any consulting or employment contracts and logical interviews will be conducted.

♦♦

(01/26/1998)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 07/28/1999

To: Chicago

Attn:

WC-3 Rotor

From: Chicago

WC-3

Contact: SA

Approved By:

Drafted By:

Case ID #: 194B-CG-110663 (Pending)

b6
b7C

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;

CSLPO-STATE LEVEL;
OO: CHICAGO

Synopsis: Request the following subfiles be opened as necessary.

Details: The following subfiles need to be opened in the above-captioned case:

<u>Code</u>	<u>Standard Subfile</u>
302	302s and Inserts
FISUR	Physical Surveillance
BI	Background and Historical Information
SBP	Subpoenas
MC	Mail Cover

♦♦

194B-CG-110663-4

PATRICK W. WALSH
ATTORNEY AT LAW

415 NORTH LA SALLE • SUITE 201 • CHICAGO, ILLINOIS 60610 • (312) 467-5300 • FAX (312) 467-6330

May 13, 1999



Dear 

Here is the information I received. Whether it constitutes a violation of the United States Code, is not my call.

Very truly yours,



b6
b7c

FBI



originally

- May know the ghost

- Friends with prominent people



b6

b7C

Ghost Payrolling: Offices of Cal Sutker
118 North Clark, 5th Floor
4219 West Main St. Skokie, IL

Barbara Panozzo: Works once every week or two. Supposed to be a full time employee. Surveillance of her home at 2041 W. 110th Place, Chicago, will demonstrate that. After observing for several weeks, subpoena time sheets several weeks later from Cook County. Will show that she's being paid for full time work, she does not do. Cal Sutker approves her time knowing that she is a ghost.

[redacted] Surveillance will also demonstrate that [redacted] (who lives next door to [redacted]) He has only been seen [redacted] He is supposed to be on a [redacted] He has [redacted] nor has he ever even attended a meeting [redacted]

b6
b7C
b7D

[redacted] Cal Sutker [redacted]

From the [redacted] Interview [redacted]

b6
b7C
b7D

[redacted] Barb Panozzo only works a few days per pay period, although she is paid as a full time employee and that [redacted] is a complete ghost.

[redacted] He is a [redacted] who will also verify the above.

From the [redacted]

b6
b7C
b7D

[redacted] (Don't know her name)

[redacted] Barb Panozzo

- 1 -

FEDERAL BUREAU OF INVESTIGATION

Date of transcription 08/09/1999

Source, who is not in a position to testify, provided the following information regarding:

NAME:
DATE OF BIRTH (DOB):
SOCIAL SECURITY
ACCOUNT NUMBER (SSAN):

b6
b7C

ILLINOIS DEPARTMENT OF PUBLIC AID information associated with the name, SSAN and DOB listed above:

PUBLIC AID files are negative.

UNITED STATES DEPARTMENT OF LABOR information associated with the following name and SSAN:

NAME:
SSAN:

UNITED STATES DEPARTMENT OF LABOR records are positive.

EMPLOYER'S NAMEQUARTER'S EARNINGS REPORTED

1.

2.

b6
b7C

Investigation on 8/4/99 at Tinley Park, Illinois (telephonically)

File # 194B-CG-110663-1 Date dictated 8/4/99

by kf

b6
b7C
b7D

(01/26/1998)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 10/15/1999

To: Chicago

Attn: [REDACTED]

WC-3 Rotor

From: Chicago

WC-3

Contact: SA [REDACTED]

Approved By: [REDACTED] *NEP (DOB)*

Drafted By: [REDACTED] *rpw RAV*

b6
b7C

Case ID #: 194B-CG-110663 (Pending)

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;
[REDACTED]
CSLPO-STATE LEVEL;
OO: CHICAGO

Synopsis: Request the following subfiles be opened as necessary.

Details: The following subfiles need to be opened in the above-captioned case:

<u>Code</u>	<u>Standard Subfile</u>
CO	Court Orders
TEL	Telephone Subscriber and Toll Information

♦♦

194B-CG-110663-2

U.S. Department of Justice



Federal Bureau of Investigation

In Reply, Please Refer to

File No. 194B-CG-110663

Room 905

219 South Dearborn Street

Chicago, Illinois 60604

December 16, 1999

Manager

U.S. Postal Inspection Service

Operations Support Group

222 South Riverside Plaza

Suite 1250

Chicago, Illinois 60606-6100

Dear Inspector Manager:

Enclosed are Forms 2006, dated September 28 and October 4, 8, 21, and 26, 1999, along with the enclosed 2009s received from your office with regards to the mail cover, your file numbers 99-1640-000 and 99-1641-000.

Please contact SA at if you have any questions.

b6
b7C

Sincerely,

Kathleen L. McChesney
Kathleen L. McChesney
Special Agent in Charge

358 RALW01.LTR

194B-CG-110663-9

(01/26/1998)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 12/16/1999

To: Chicago

Attn: SSA [REDACTED]
Mail Cover Coordinator

b6
b7C

From: Chicago
Squad WC-3

Contact: SA [REDACTED]

Approved By: [REDACTED]

Drafted By: [REDACTED] :rpw

Case ID #: 194B-CG-110663 (Pending)
66-5562

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;
[REDACTED]
CSLPO - STATE LEVEL;
OO: CHICAGO

Synopsis: See Details.

Details: Attached is a check list completed in compliance with
Mail Cover Procedures.

♦♦

194B-CG-110663-10

(01/26/1998)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 02/09/2000

To: Chicago

From: Chicago

WC-3

Contact: SA [REDACTED]

Ext. [REDACTED]

Approved By: [REDACTED]

Drafted By: [REDACTED]:rpw

Case ID #: 194B-CG-110663 (Pending)

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;
[REDACTED];
CSLPO - LOCAL LEVEL

b6
b7C

Synopsis: Plan for simultaneous interviews in ghost payrolling case on February 9, 2000.

Details: On February 9, 2000, agents will attempt to conduct simultaneous interviews of various individuals believed to be involved or have knowledge of a ghost payrolling scheme within the office of Cook County Commissioner CALVIN SUTKER, 13th District.

Investigation has revealed that [REDACTED]
[REDACTED] SUTKER's Chief of Staff, BARBARA PANOZZO, [REDACTED]
[REDACTED] for SUTKER [REDACTED]
[REDACTED] During that time, [REDACTED]
[REDACTED] was reportedly working other [REDACTED]
[REDACTED]
[REDACTED] SUTKER reportedly [REDACTED]
[REDACTED]
[REDACTED] SUTKER is the
Commissioner responsible for overseeing the North Shore Mosquito
Abatement District and has contacts within the Secretary of
State's Office. [REDACTED]
[REDACTED] for SUTKER, and
[REDACTED] BARBARA
PANOZZO remains in contact with.

b6
b7C
b7D

Interviews with SUTKER [REDACTED]
and [REDACTED] have revealed that

b6
b7C

194B-CG-110663-11
040RPW02-8

To: Chicago From: Chicago
Re: 194B-CG-110663, 02/09/2000

[redacted] SUTKER required him to do [redacted]
[redacted] have indicated that [redacted] SUTKER
[redacted]
to SUTKER [redacted]
within SUTKER's district. [redacted] stated that BARBARA PANOZZO

b6
b7C
b7D

[redacted] have indicated that SUTKER and BARBARA PANOZZO have had several heated discussions in which they argued about [redacted] SUTKER's payroll. Each time, BARBARA PANOZZO convinced SUTKER [redacted]
[redacted] When they were able to [redacted]
[redacted] BARBARA PANOZZO fought successfully to [redacted]
[redacted] Specifically, his position with SUTKER was [redacted] that required him to [redacted]

b6
b7C
b7D

[redacted] stated that whenever SUTKER and BARBARA PANOZZO had these argument over [redacted] SUTKER would make a point to comment out loud that [redacted]
[redacted] informed writer that SUTKER mentioned sending [redacted] several times. [redacted] recalled that some time after making these comments, [redacted]

b6
b7C
b7D

Investigation has revealed that BARBARA PANOZZO engages in some legitimate work as SUTKER's Chief of Staff, but shows up only occasionally and engages in fundraising and campaign work while she is on County time. Surveillance revealed that BARBARA PANOZZO would go occasionally go into the office in the late morning and stay for a short time. Surveillance on [redacted] failed to show any legitimate work being done for SUTKER and later revealed his employment with the [redacted] [redacted] has been photographed painting the exterior of his home and lawn maintenance during business hours.

b6
b7C

To: Chicago From: Chicago
Re: 194B-CG-110663, 02/09/2000

BARBARA PANOZZO has worked for SUTKER for approximately 25 years in various capacities. SUTKER has assisted several of [redacted] in obtaining employment with Cook County, including [redacted]

b6
b7C

[redacted] In addition, BARBARA [redacted] [redacted] run SUTKER's campaigns for several years.

[redacted] lives with [redacted] [redacted] BARBARA PANOZZO lives [redacted] at 2041 West 110th Place, Chicago, Illinois. Surveillance indicated that [redacted] is a [redacted] who should have knowledge of the hours kept by [redacted] during the time he was [redacted] to SUTKER.

b6
b7C

All interviewees should be asked the specifics regarding the nature and type of work performed by [redacted] [redacted] pursuant to [redacted] and any corresponding work product. In addition, interviewees should be asked about [redacted] other sources of employment and the nature of the work performed and the hours kept by [redacted] [redacted] BARBARA PANOZZO.

b6
b7C

AUSA [redacted] will provide each interview team with a personal subpoena for each of the five individuals sought for interviews. AUSA [redacted] can be paged at [redacted] and writer can be contact at [redacted] or signal [redacted] with any questions.

b6
b7C

Identifiers and Addresses for the Interviewees are as follows:

COMMISSIONER CALVIN SUTKER
9214 N. Kostner Ave HEIGHT: 6'0"
Skokie, IL WEIGHT: 180
DOB: 05/23/23 HAIR: Grey
Vehicles: 1995 Buick 4-door - IL Plate "CS-RP"

BARBARA J. PANOZZO
2041 West 110th Pl HEIGHT: 5'4"
Chicago, IL WEIGHT: 150
DOB: 06/29/1936 HAIR: White
Vehicle: 1995 Pontiac Grand Am (Green) - IL Plate "CMK-913"

b6
b7C



H. STROGER JR. PRESIDENT
OF COUNTY COMMISSIONERS

JOHN F. CHAMBERS
COUNTY COMPTROLLER

COUNTY OF COOK
OFFICE OF THE COMPTROLLER
ROOM 500 COUNTY BUILDING
CHICAGO, ILLINOIS 60602

FAX TRANSMITTAL

DATE: 8-15-2000

TO:

[Redacted]

b6
b7C

FAX#:

312-786-2525

FROM:

[Redacted]

PHONE #:

COOK COUNTY COMPTROLLER'S FAX #: (312) 603-~~0000~~ 6122

PAGES BEING SENT INCLUDING COVER

4

MESSAGE:

Please call after your review -



Printed on Recycled Paper

1948-CG-110663-12

COUNTY OF COOK**Bureau of Human Resources**

118 North Clark St. Rm 840
Chicago, Illinois 60602
(312) 603-6091



Job Code: 0048
Salary Grade: 16

STANDARD JOB DESCRIPTION**Administrative Assistant III****Job Summary:**

Performs specialized administrative work within an office or clinical setting, which may include a wide range of secretarial duties; handles a variety of situations and contingencies that may arise; assists in the coordination of various units or activities of the agency or department; assumes primary responsibility for key elements of administrative operations; may assume supervisory responsibilities relative to clerical/secretarial pool or other support staff; may conduct evaluations of persons and program efforts. Demonstrates expertise and comprehensive knowledge of various aspects of support operations within a given purview.

Typical Duties:

Performs highly specialized administrative and/or secretarial work; handles a wide variety of complex administrative situations and conflicts within the department requiring discreet and authoritative intervention. Oversees the operations of various interactive clerical and secretarial support units; functions as a key facilitator to ensure that critical administrative support is forthcoming in a timely and efficient manner.

Supervises subordinate support staff, as required; assigns work, sets priorities, time tables, formats and goals for support personnel engaged in a variety of non-routine functions. Reviews work and assesses its completeness, accuracy and overall quality.

May evaluate subordinate staff relative to job performance and conduct.

Maintains a high level of interactive communication with professional staff, supervisors and managers in order to properly assess the clerical, secretarial and administrative needs and urgencies of the department.

Notes commitments made by executive during meetings and arranges for staff implementation. Arranges for staff members to attend conferences and meetings; establishes appointments, screens and reschedules appointments.

Prepares and/or proofs outgoing correspondence for executive's approval. Composes original correspondence for supervisor's signature by drawing upon first hand knowledge of specific policies, programs and procedures.

Reviews and summarizes the content of incoming correspondences and materials. Coordinates such information with agency's needs or agenda; draws attention to important parts or conflicts.

Utilizes standard keyboard to apply various computer or software application to assigned tasks and to process information, or may so direct others as required.

In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed interprets requests and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Minimum Qualifications:

- Possession of a High School Diploma or G.E.D. test certificate.
- Graduation from an accredited college or university with a Bachelor's degree, preferably in relation to area of assignment, OR, an equivalent combination of education, training and professional work experience pursuant to acquiring the knowledge, skills and capabilities indicated herein.
- Ability to meet other screening criteria as may be noted.

Knowledge, Skills, Abilities and Other Characteristics:

Ability to work cooperatively with administrative, supervisory, technical and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to acquire a thorough knowledge of specialized administrative procedures and regulations particular to area of assignment.

Knowledge of good office management principles; knowledge of good supervisory and training techniques.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Skill and proficiency in the use of a keyboard as applied to the operation of typewriters, word processors and personal computers as may be required based on area of assignment.

Skill in the application of basic organizational or bookkeeping principles and methods relative to maintaining important financial, statistical or other records may be required.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Skill and knowledge, as may be pertinent to the area of assignment; in connection with correct technical, legal, medical and other language usage, punctuation and grammar, and their proper application to business forms, letters and records.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Skill in the operation of standard office equipment including dictaphone where required.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to other administrative staff.

Ability to coordinate several tasks at one time and perform well under pressure; ability to fill in for and perform the duties of designated support staff, as needed; ability to relieve management of certain administrative functions.

This position may require traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

(01/26/1998)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 01/23/2002

To: Chicago

From: Chicago

Squad WC-3

Contact: SA [REDACTED]

b6
b7C

Approved By: [REDACTED] *W*

Drafted By: [REDACTED]

Case ID #: 194B-CG-110663 (Pending)

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;
[REDACTED]

CSLPO - LOCAL LEVEL

(X) 7PW

Synopsis: Plan for simultaneous interviews of Cook County Commissioners on January 24, 2002 at 10:00 a.m.

Details: On January 24, 2002, Squad WC-3 agents will attempt to conduct simultaneous interviews of various Cook County Commissioners regarding their contact with an individual believed to be involved in a ghost payrolling scheme within the office of Cook County Commissioner CALVIN SUTKER, 13th District.

Investigation has revealed that [REDACTED]

[REDACTED] SUTKER's Chief-of-staff, BARBARA PANOZZO [REDACTED]

b6
b7C
b7D

[REDACTED] During the [REDACTED]

[REDACTED] Interviews have revealed that SUTKER [REDACTED]

SUTKER was the Commissioner responsible for overseeing the NSMAD and has contacts within the ISOS' office: [REDACTED]

[REDACTED] SUTKER and [REDACTED] is a [REDACTED]

194B-CG-110663-13
023PPW01.EC

To: Chicago From: Chicago
Re: 194B-CG-110663, 01/23/2002

SUTKER [] who arranged for [] after several conversations with SUTKER.

b6
b7C

Investigation has revealed that B. PANOZZO [] run SUTKER's political campaigns for years and SUTKER has aided B. PANOZZO's []

B. PANOZZO also runs SUTKER's political organization, Friends of Cal Sutker. [] has been on and off of the Friends of Cal Sutker payroll numerous times []

[] in SUTKER's county office. As of the end of 1998, SUTKER had loaned his political organization approximately \$115,000. This debt is believed to be the financial motive for SUTKER shifting []

b6
b7C

Interviews with SUTKER [] and [] have revealed that [] on any projects that involved []

b6
b7C
b7D

[] have indicated that SUTKER and B. PANOZZO had several heated discussions in which they argued about [] SUTKER [] Each time, B. PANOZZO convinced SUTKER to [] When SUTKER was successful in finding [] B. PANOZZO fought successfully to [] SUTKER [] Specifically []

b6
b7C
b7D

During a brief interview, B. PANOZZO indicated that [] worked on matters concerning []

b6
b7C

[] Investigation has failed to reveal any substantive work performed by [] concerning any of these locations. It is also believed that [] might include the then []

[] as possible work done for SUTKER. [] has indicated that these are all matters he

To: Chicago From: Chicago
Re: 194B-CG-110663, 01/23/2002

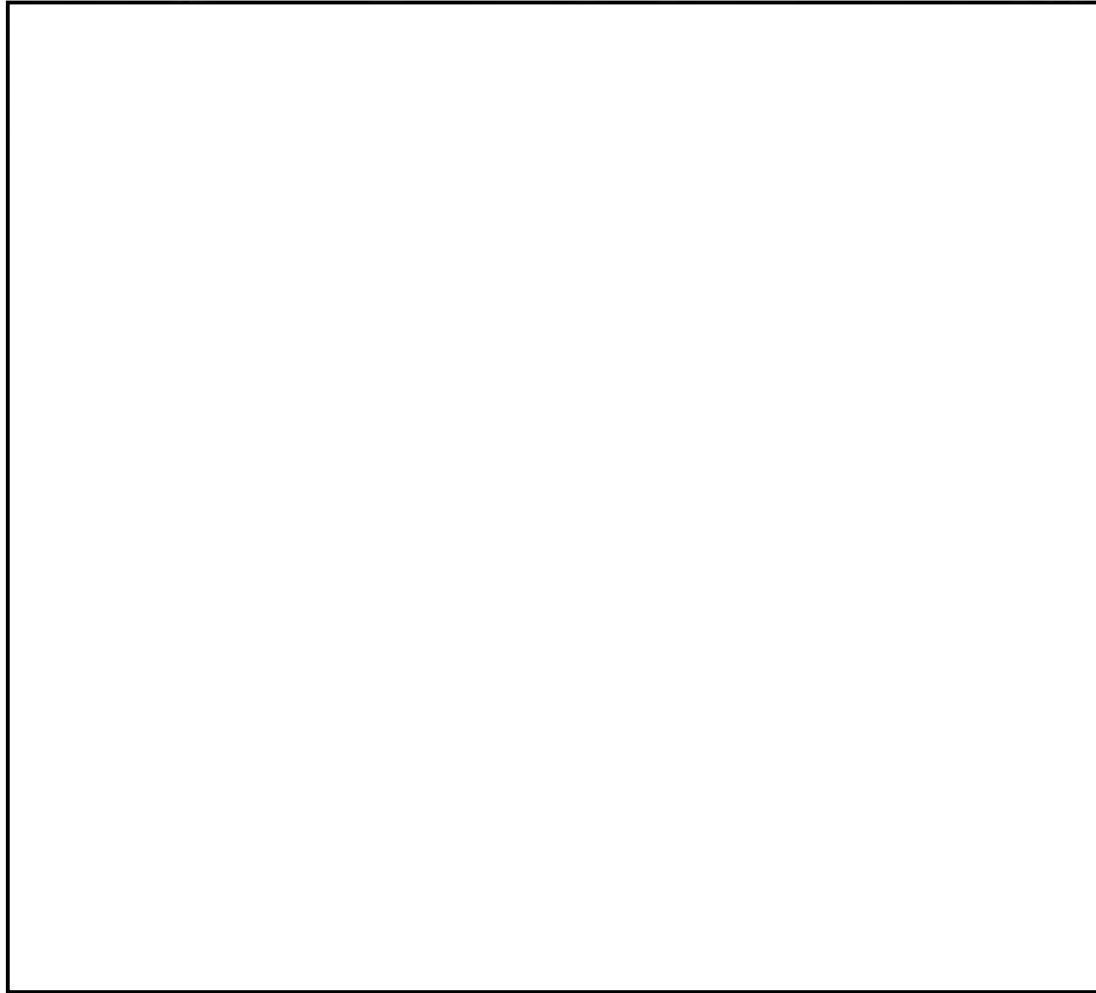
worked on without any assistance or input from [redacted]. It is believed that SUTKER worked with many of the other County Commissioners on business related to these matters.

b6
b7C

In addition, these Commissioners each have an office in close proximity to SUTKER's office in the County Building, 118 North Clark Street, Suite 567, Chicago, Illinois.

All interviews with the Commissioners should focus, at a minimum, on the following areas, for the time frame of 12/98 to 10/99:

b6
b7C
b7E



Any questions or problems that arise during the interviews can be directed to the writer, [redacted] or signal [redacted] or AUSA [redacted] telephone [redacted] pager [redacted]

b6
b7C

To: Chicago From: Chicago
Re: 194B-CG-110663, 01/23/2002

Below is a list of teams, with a primary and secondary Commissioners to interview if possible:

Team #1

SA [redacted]
SA [redacted]

Primary
Commissioner
Secondary
Commissioner
Commissioner
Commissioner

Team #2

SA [redacted]
SA [redacted]

Primary
Commissioner
Secondary
Commissioner
Commissioner

Team #3

SA [redacted]
SA [redacted]

Primary
Commissioner
[redacted]
Secondary
Commissioner
Commissioner

Team #4

SA [redacted]
SA [redacted]

Primary
Commissioner
Secondary
Commissioner
Commissioner

Team #5

SA [redacted]
SA [redacted]

Primary
Commissioner
[redacted]
Secondary
Commissioner
Commissioner

b6
b7C

♦♦

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 03/20/2002

To: Chicago

From: Chicago

WC-3

Contact: SSA [redacted]

Approved By: [redacted] *mn*

Drafted By: [redacted]

dr

Case ID #: 194B-CG-105939

194B-CG-110663 ✓

194B-CG-114273

Title: LIAISON CONTACTS;
SQUAD WC-3

Synopsis: To document contact with (Protect Identity) [redacted]

[redacted] on 3/11/02.

Details: [redacted] advised he had noticed the guilty plea of [redacted]

[redacted] and understood he had been appointed [redacted]

[redacted] In that regard, [redacted] advised that [redacted] was allegedly [redacted] who was

[redacted] believes

[redacted] may be an [redacted] now.

[redacted] advised that he had seen newspaper articles concerning Cook County Commissioner Calvin Sutker being under investigation for ghost payrolling. [redacted] stated that Commissioner Sutker [redacted] assigned to the [redacted]

♦♦

b6
b7C

b6
b7C

b6
b7C

b6
b7C

194B-16-110663-14



U.S. Department of Justice

Federal Bureau of Investigation

In Reply, Please Refer to
File No. 194B-CG-110663 -15 dr

219 South Dearborn

May 28, 2002

[Redacted]
Illinois Environmental Protection Agency
Vehicle Emissions Test Program
1021 North Grand Avenue East
Springfield, IL 62794

RE: Vehicle Emissions Information - HB 208/J873377

Dear [Redacted]

The purpose of this letter is to confirm that Special Agent [Redacted] Chicago Division, is seeking information from the Illinois Environmental Protection Agency on the above-referenced vehicle emissions tests in conjunction with an official investigation.

b6
b7c

Sincerely,

Thomas J. Kneir
Special Agent in Charge

By [Redacted]

Supervisory Special Agent ✓

194B-UG-110663-15

1432PW0V/LTR

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 02/20/2004

To: Chicago

Attn: IMA

WC-3

From: Chicago

Squad WC-2

Contact: SA

Approved By:

Drafted By:

Case ID #: 194B-CG-105773 (Pending) -172
194B-CG-108734 (Pending) - 9L
194B-CG-110663 (Pending) - 1L
194B-CG-111479 (Pending) - 267
194C-CG-121110 (Pending) - 5

b6
b7C

Title:

d/b/a WINDY CITY LABOR SERVICE,
d/b/a WINDY CITY MAINTENANCE,
d/b/a REMEDIAL ENVIRONMENTAL MANPOWER,
d/b/a AMERICAN MANAGEMENT AND CONSULTING

Synopsis: Request that the above-referenced files be reassigned to Squad WC-2.

Details: The purpose of this communication is to request that the above-referenced files be reassigned from Squad WC-3 to Squad WC-2 pursuant to the recent split of Squad WC-3.

♦♦

Reassign WC-2
ARM 2/23/04
2/23/04

194B-CG-110663-16

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 06/02/2004

To: Chicago

From: Chicago

Squad WC-2

Contact: SA [REDACTED]

Approved By: [REDACTED] *ARM*

Drafted By: [REDACTED] *rpw jlw*

Case ID #: 194B-CG-110663-17 (Pending)

Title: SUTKER, CALVIN,
COOK COUNTY COMMISSIONER,
13TH DISTRICT,
PANOZZO, BARBARA,
CSLPO - LOCAL LEVEL

Synopsis: Request reassignment of the above-captioned case and provide a status of the investigation.

Details: The purpose of this communication is to request that the above-captioned matter be reassigned to SA [REDACTED] due to SA [REDACTED] transfer to the Minneapolis Division.

The above-captioned matter, a ghost payrolling investigation, is fully-investigated and subject [REDACTED] has been immunized and placed into the Grand Jury. AUSAS [REDACTED] and [REDACTED] had anticipated putting [REDACTED] into the Grand Jury one more time and then making a charging decision.

♦♦

Re-assign to SA [REDACTED]

ARM 6/3/04

*SA
6/7/04*

194B-CG-110663-17

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 12/21/2004

To: Chicago

From: Chicago

WC-2

Contact: SA [REDACTED]

Approved By: [REDACTED] *ARM*

Drafted By: [REDACTED] *jar*

Case ID #: 194B-CG-110663 (Pending) -18

Title: CALVIN SUTKER,
COOK COUNTY COMMISSIONER,
13TH DISTRICT;
BARBARA PANOZZO;
[REDACTED]
CSLPO-LOCAL LEVEL

Synopsis: Case status update.

Details: On December 21, 2004, the writer spoke with Assistant United States Attorney (AUSA) [REDACTED] regarding the status of the above-captioned case. AUSA [REDACTED] advised that there is no investigative work that needs to be done. AUSA [REDACTED] advised that she will speak to AUSA [REDACTED] and they will decide whether or not to put [REDACTED] into the grand jury again and pursue a potential perjury charge against him. AUSA [REDACTED] will speak to AUSA [REDACTED] and relay their decision to the writer as soon as possible.

♦♦

Set 11 for
1/27/2005
F/W with AUSA *SJH* *12/29/04*

358joh 01.ec

ARM
194B-CG-110663-18

b6
b7C

b6
b7C

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 01/27/2006

To: Chicago

From: Chicago

WC-2

Contact: SA [REDACTED]

b6
b7C

Approved By: [REDACTED] *DSU*

Drafted By: [REDACTED] *PPH*

Case ID #: 194B-CG-110663 (Pending)

Title: CALVIN SUTKER, ET AL;
CSLPO-LOCAL LEVEL

Synopsis: Report of destruction of evidence.

Details: Items 1B1 and 1B2 were destroyed on January 27, 2006.
As all evidence has been destroyed, it is requested that this
case be closed.

♦♦

Close C-5

JRM

1/27/06

sf

1/30/06

T: 027joh01.ec

194B-CG-110663-21